

MANAGEMENT MEMO

SUBJECT: STATE-OWNED AND LEASED MOTOR VEHICLE REPORT	NUMBER: MM 06-05
	DATE ISSUED: JANUARY 15, 2006
REFERENCES: PUBLIC RESOURCES CODE §25722 SUPERSEDES MANAGEMENT MEMO 04-22	EXPIRES: JANUARY 15, 2007
	ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

Purpose

This memorandum is an addition to Chapter 4100 of the State Administrative Manual.

The purpose of this Management Memo is to remind each State office, agency and department of the new State law which requires:

1. The Department of General Services (DGS) will compile and maintain information on the nature of State-owned or leased vehicles, and post the information, including a list of those State offices, agencies, and departments that are not in compliance on the DGS web-site, and;
2. Inform each State office, agency and department of changes made to the reporting template regarding purchased and leased vehicle columns three through six.

Background

Public policy seeks to minimize the economic and environmental costs linked with the use of petroleum-based fuels for State transportation. To ascertain if the State fleet is achieving these new standards, Senate Bill 552 (Burton), Chapter 737, 2003, established Public Resources Code §25722.

To view Public Resources Code §25722 in its entirety, click on the following link: <http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=prc&codebody=25722&hits=20>

**State Motor
Vehicle
Reporting
Requirements**

Subsection 25722.5 (d) requires each State office, agency and department to report the following information about their State-owned or leased vehicles:

1. The number of passenger-type motor vehicles purchased or leased during the year, and the number owned or leased as of December 31 of each year;
2. The number of alternatively fueled vehicles and hybrid vehicles purchased or leased during the year, and the total number owned or leased as of December 31 of each year;
3. The number of sport utility vehicles and four-wheel drive trucks purchased or leased during the year, and the number owned or leased as of December 31 of each year;
4. The number of sport utility vehicles and four-wheel drive trucks purchased or leased during the year, and the number owned or leased by December 31 of each year that are alternative fuel or hybrid vehicles;
5. The justification for all sport utility vehicles and four-wheel drive trucks purchased or leased during the year;
6. The number of non-essential sport utility vehicles and four-wheel drive trucks disposed of under Public Resources Code §25722.5 (b);
7. The total dollars spent on passenger-type vehicle purchases and leases, categorized by sport utility vehicle and non-sport utility vehicle, and within each of those categories, by alternative fuel, hybrid and other.

**Mandatory
Reporting
Format**

To standardize the motor vehicle information being collected, DGS has prepared a form in Microsoft Excel that each State office, agency and department must utilize.

The reporting format now separates the data about purchased and leased vehicles and is available at the following web site:

www.ofa.dgs.ca.gov

**Reporting for
each office,
agency and
department**

Each State office, agency and department must submit one consolidated vehicle report to DGS.

**Reporting
Time Frames**

January 1, Annually	DGS begins accepting reports for the calendar year ending December 31.
February 15, Annually	Reports are due to DGS.
March 1, Annually	Posting of reports on DGS web site.

Definitions

Terms defined for the purpose of reporting motor vehicle information:

Passenger-type Motor Vehicle	A motor vehicle used for the transportation of persons and/or property (other than sport utility vehicles or four-wheel drive trucks which are addressed separately in this report).
Light-Duty Motor Vehicle	A light-duty truck or light-duty motor vehicle that has a gross vehicle weight rating (GVWR) of 8500 pounds or less.
Sport Utility Vehicle	A motor vehicle class defined by the vehicle manufacturer for vehicles, such as: Ford Explorer, Chevrolet Suburban, Dodge Durango, Jeep Cherokee, etc.
Four-wheel Drive Truck	A motor vehicle primarily designed to transport property with the ability to be powered by both front-drive and rear-drive axles.
Alternative Fuel Vehicle	A motor vehicle powered by fuel other than solely gasoline or diesel.
Hybrid Vehicle	A motor vehicle powered by a conventional engine with an electric motor added for enhanced fuel economy and reduced emissions.
Purchased Vehicle	A motor vehicle bought by the State in exchange for payment.

Leased Vehicle	<ul style="list-style-type: none"> • A motor vehicle obtained by the State through a contract granting the use of the vehicle for any specified period in exchange for payment. • <i>Not applicable to motor vehicles leased from another State agency such as DGS—the owning State agency will report these vehicles.</i> • <i>Not applicable to short-term vehicle rentals of one week or less while traveling on State business.</i>
Justification	A fact or a circumstance that necessitates a motor vehicle purchase or lease.
Nonessential Sport Utility Vehicle and/or Four-wheel Drive Truck	Where the mission could be effectively accomplished through more fuel-efficient means of transportation.
State office, agency and department	A self-directed State entity.

Exemptions **There are no exemptions from reporting State motor vehicle information.**

Other State Vehicle Reports and Data Collection DGS is exploring the opportunity of merging various State motor vehicle reports into one report.

Other reports being collected by DGS include:

- Motor Vehicle Utilization Report
- Federal Energy Policy Act (EPACT) Report
- Home Storage Permit Report
- Alternative Fuel Usage

Until such time as a unified motor vehicle report can be developed, State offices, agencies and departments must continue submitting the above mentioned vehicle reports and data to DGS as required.

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Original SAM Management Memo signed by Ron Joseph, Director

Signature

Ron Joseph
Director